

DISTRESSED AND SEVERELY DISTRESSED PROJECT PLAN AMENDMENT – LEGAL REQUIREMENTS

This form is used to report the dates of the required legal steps for designating a tax incremental district (TID) as distressed or severely distressed per sec. 66.1105(4e), Wis. Stats. It is required to be submitted with copies of the various documents indicated below, including a copy of the amended plan before December 31st of the year the district is designated as distressed or severely distressed.

County	
Municipality Name	
CoMun Code http://www.revenue.wi.gov/pubs/slf/municode.pdf	
TID #	Creation Date (mm - dd - yy)

Check one:

- ☐ Distressed
☐ Severely Distressed

FEE: \$500 paid via [My Tax Account](#)

SEND DOCUMENTS TO:

Wisconsin Department of Revenue
Tax Incremental Finance
PO Box 8971, MS 6-97
Madison WI 53708-8971 **or**
tif@revenue.wi.gov

ACTIVITY STEPS	DATE COMPLETED
Hearing notice sent by first class mail to chief executive officer of all local government entities having power to levy taxes on property within the district plus the school districts involved before publication date. Provide copies of letters.	
Hearing notice published as a class 2 notice under Wis. Stats. Chapter 985 and includes a statement indicating that the copy of the resolution will be provided upon request. NOTE: The notice must contain specific statements indicated in sec. 66.1105(4e)3.(b)1., Wis. Stats. Include a proof of publication from the newspaper.	Date of 1 st insertion
	Date of 2 nd insertion
Public hearing held by local legislative body.	
Project plan is amended by planning commission to reflect the district's distressed status. Send a copy of the amended project plan.	
Project plan amendment is approved by a local legislative body resolution. It must address the findings outlined in sec. 66.1105(4e)(a), Wis. Stats.	
Local legislative body adopts a resolution.	
Joint Review Board approves resolution and financial data within 30 days of receipt.	Date received
	Date approved
JRB sends findings/resolution to the local legislative body.	
Clerk certifies the legislative body resolution and sends the complete distressed packet to DOR.	

CLERK INFORMATION	
Name	Phone
Address	E-mail